# STIOFFICE 7.0

# Data Security User Guide

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# Print Access Options

**Utilities>System Utilities>Access Options**

- Click the PRINT button
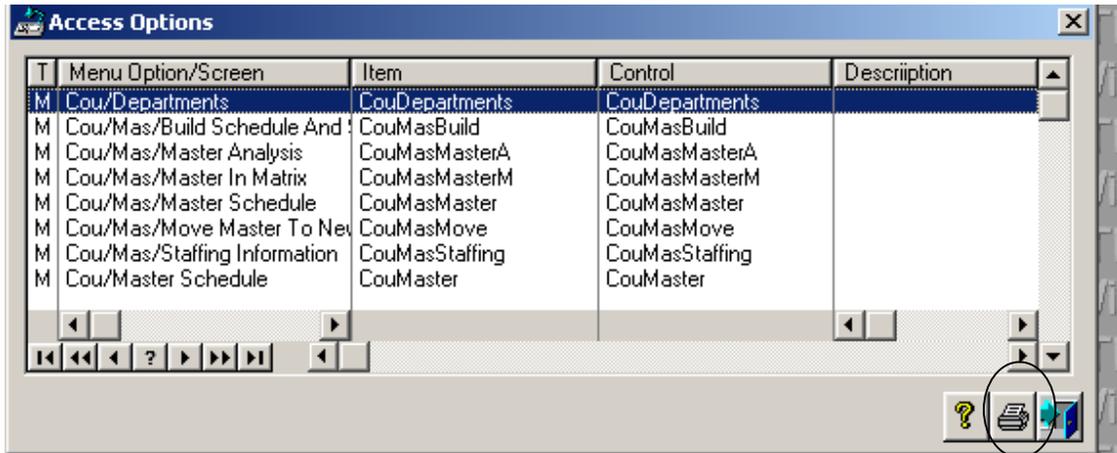


- Choose from the drop down menu the options to print
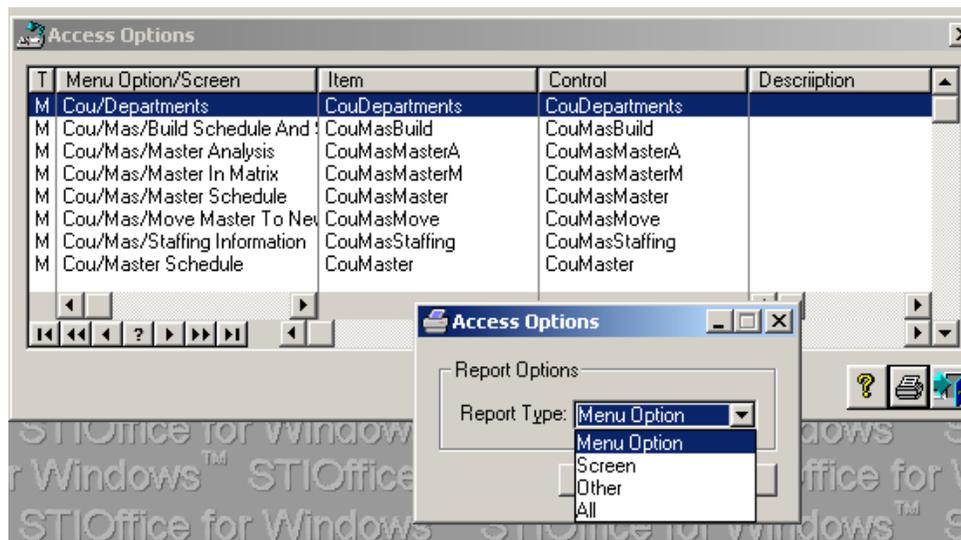


- The All tab will print all options
- Each school should determine those groups that need various degrees of access to STI.
- All STI users must be assigned to a group before they can work in STI.

- Example groups along with their descriptions are shown below. Use any of these suggested groups singularly or combined, or create your own:
    - Administration—Comprised of users who need access to nearly all of STIOffice.
    - Attendance—Comprised of users who record and maintain attendance data and reports for the school as a whole. This does <u>not</u> include teachers who are using the classroom module.
    - Scheduling—Comprised of users who set up and maintain the master course schedule, student schedules and schedule reports.
    - Discipline—Comprised of users who are responsible for recording and maintaining discipline infractions and incidents.
    - Grading—Comprised of users who are responsible for recording and maintaining student grade information, transcript reports, and test data.
    - Textbook—Comprised of users who are responsible for recording and maintaining textbook assignments and fees.
    - Guidance—Comprised of users who are responsible for recording and maintaining data usually reserved for Guidance Counselors.
    - Teacher—Comprised of users who are responsible for recording and maintaining data on teacher information, reports and professional development.
    - Read Only—Comprised of users who only need to look up information for a student or teacher, e.g., a receptionist responding to a parent request.
    - Enrollment/Guardian—Comprised of users who will enroll students and record/maintain guardian information.
    - PTP/Gifted-Comprised of users who will only need access to the Primary Talent Pool/Gifted user records and the student demographic screen
    - LEP—Comprised of users who will only need access to the LEP screen and the student demographic screen
    - FRYSC—Comprised of users who will only need access to the FRYSC user record and student demographic screen.

- o Homeless Children/Youth—Comprised of users who will only need access to the Homeless Children/Youth indicator located on the student demographic screen, under the 'More' button.
- o ESS—Comprised of users who will only need access to the ESS user record and the student demographic screen.
- o SES—Comprised of users who will only need access to the SES field on the student demographic screen.

# Creating A User Group Definition

**Teacher>User Access>Define Groups**
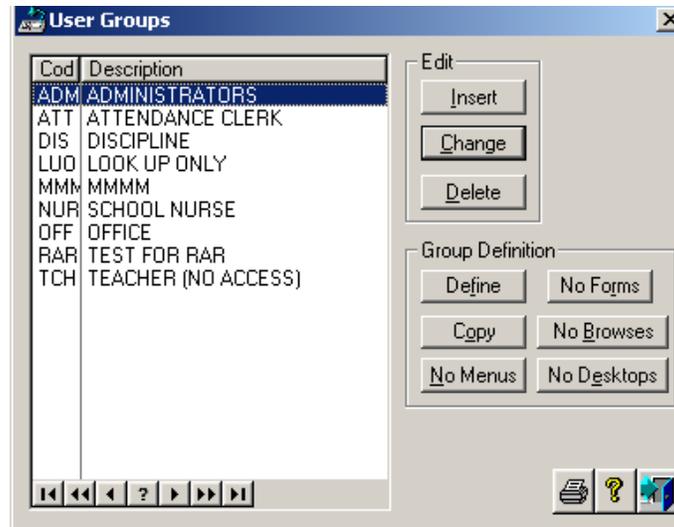


- Click on the INSERT button
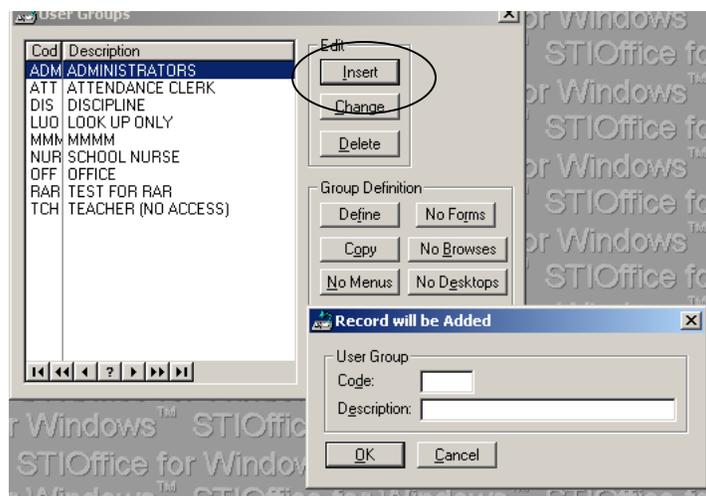


- Type a **Code and Description** to represent the groups, e.g., Code: ADM; Description:  Administration Group

- Click the **OK button** when finished

- When you create a user group the group will have **full access** until you define their rights.
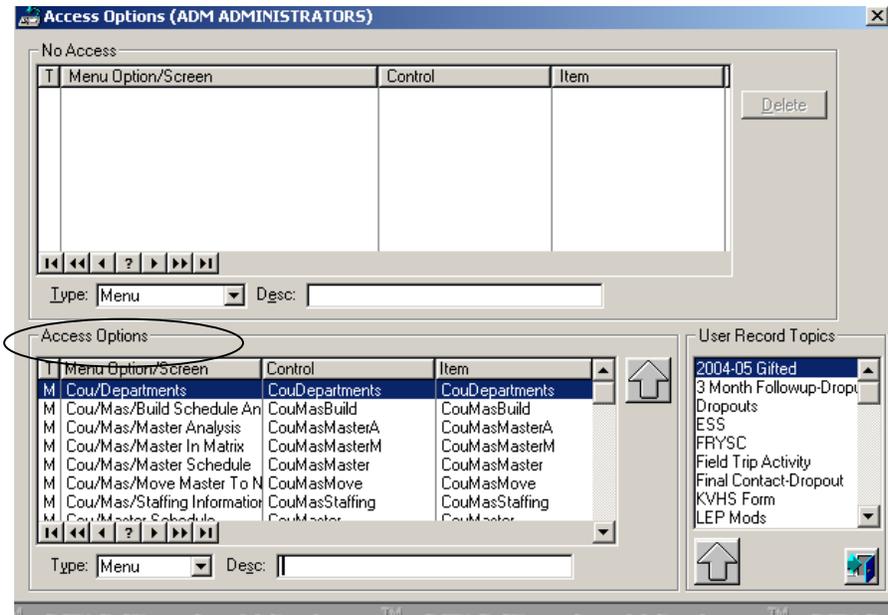


- **For limited access users**, you can click NO MENUS, NO FORMS, NO BROWSES, and NO DESKTOPS.  This will delete the majority of the access options.
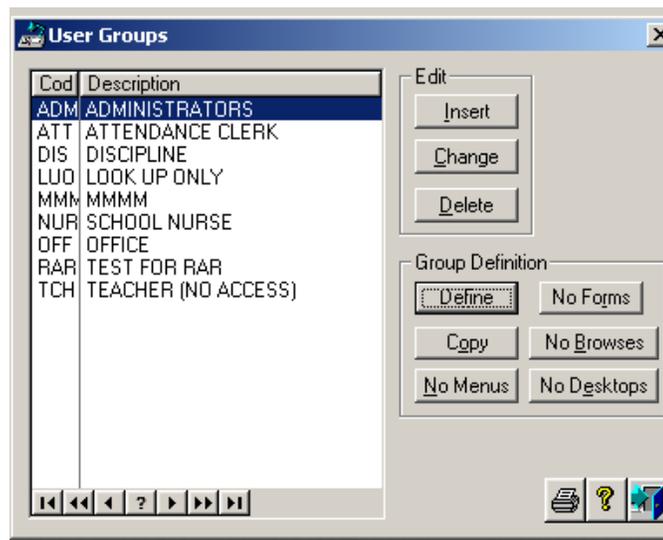


   o **NO MENUS:**  All menu items are removed.  This effectively removes access to any part of STI Office including Read Only.  This is effective in removing access to everything for a group

that will have very limited access.  Access to those limited areas will be restored later on as appropriate.

- o **NO FORMS:**  All OK buttons are removed.  This allows all access to menu items but will not allow any actions requiring a click on an OK to be executed.

- o **NO BROWSES:**  All Insert, Change and Delete buttons are removed (grayed out).  This allows access to all menu items but will not allow any records to be created, edited or deleted.

- o **NO DESKTOPS:**  All buttons (not icons) from the Student Desktop, Add/Edit Student Info, Teacher Desktop, and Add/Edit Teacher Info menus are removed.  This allows access to the menu items in the Student and Teacher Desktops, but will not allow any records to be created, edited or deleted for the two Desktop menus.

- **Why would you give someone 'No Access' to everything?** Any teacher who has access to STIClassroom can use the same login and password to gain access to STIOffice. If you do not remove all access under data security they would have access to everything in STIOffice

- **DEFINE**—allow administrator to set up specific definitions for created user groups
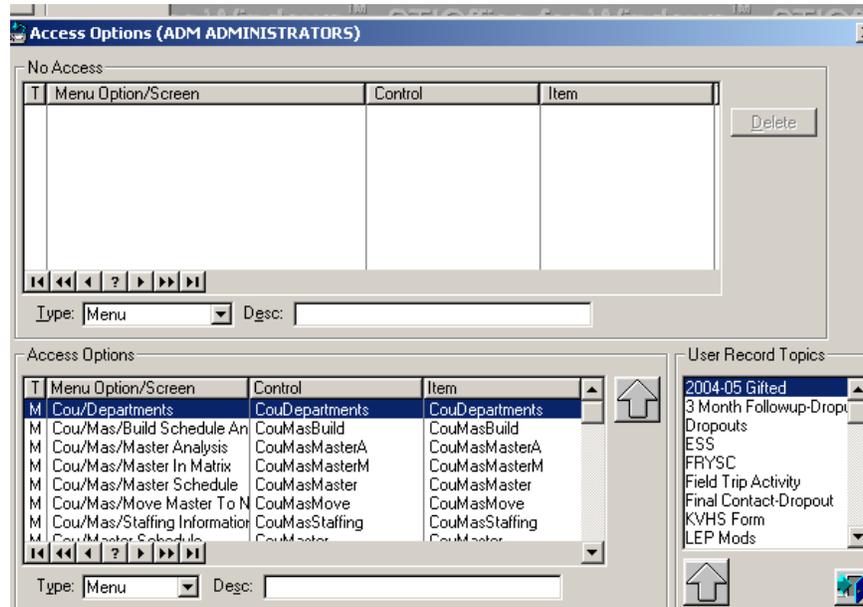


- The top box includes the items that have been restricted "NO ACCESS"
- The bottom box labeled "ACCESS" contains the unrestricted menu (m), screen (s) and other (o) items for the group.
- To move highlighted items from the "no access" box to the "access" box, highlight the item you want to move, and click the delete button.
- To move highlighted items from the "access" box to the "no access" box, click on the item you want to move and use the up arrow to the right or simply double-click the item to move the highlighted item.
- User Record Topics – to restrict access to user records use the up arrow to move the user records to the No Access box.
- Continue to add any restrictions to the *Definition* for this group. When finished, click the CLOSE button to exit.

- One option you need to give to all users is File/Login as New User. This will keep others from getting on your computer while your away from your desk. It will display your ID number but you will need the password in order to get access.
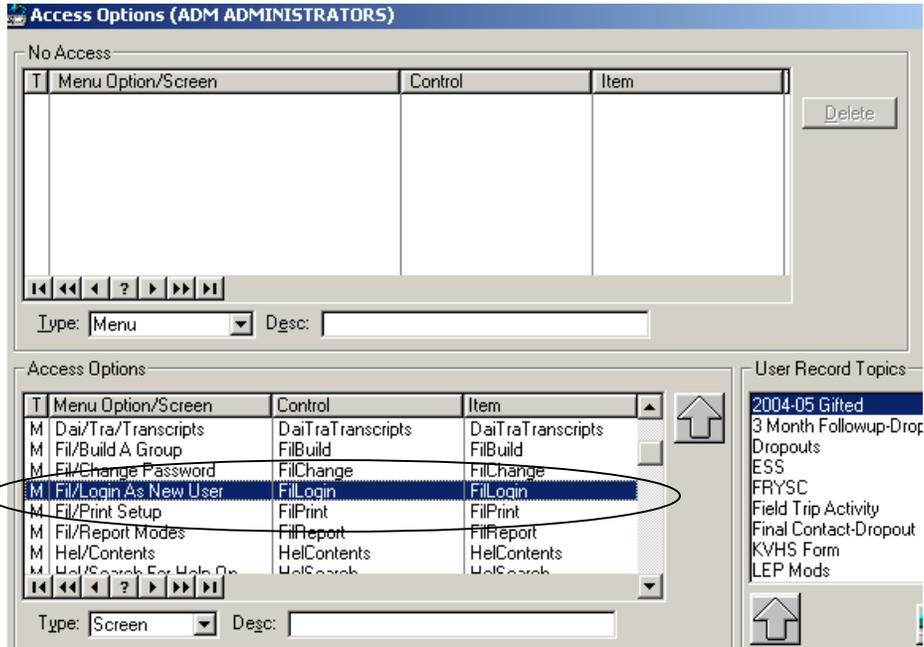
- **COPY button**—To create two user groups that will have similar access rights:
    - Set up the definitions for the 1<sup>st</sup> user group
    - Create the 2<sup>nd</sup> user group
    - Highlight the 1<sup>st</sup> user group, whose rights have been defined
    - Click the COPY button
    - Choose from the drop down menu the 2<sup>nd</sup> user group to copy the definitions to
    - Click apply, this will give both groups the same access rights
    - Make any access option changes necessary to the 2<sup>nd</sup> user group
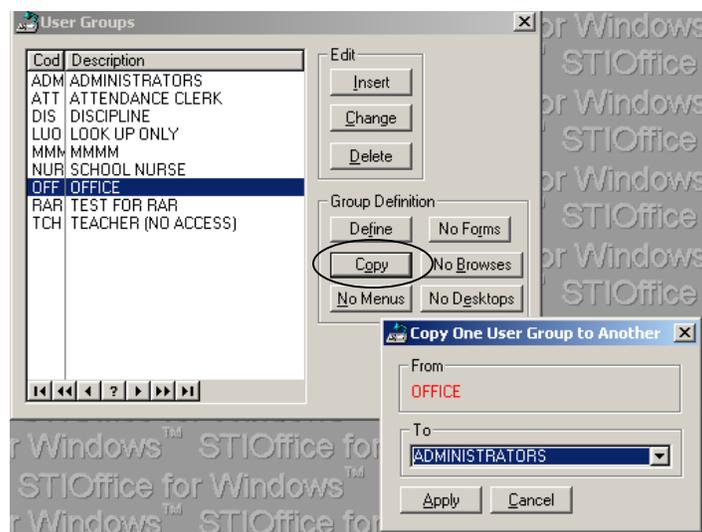
# Remove Access to SES (Lunch) Options

- To remove SES (Socio Economic Status – Lunch) status from specific user groups, you need to move the following option from the Access dialog box to the No Access dialog box:
  - 1) Type – 'S' Screen
    Menu Option/Screen – 'Student Edit'
    Control - 'stu:lunch'
    Item – '_F1_stu_u'
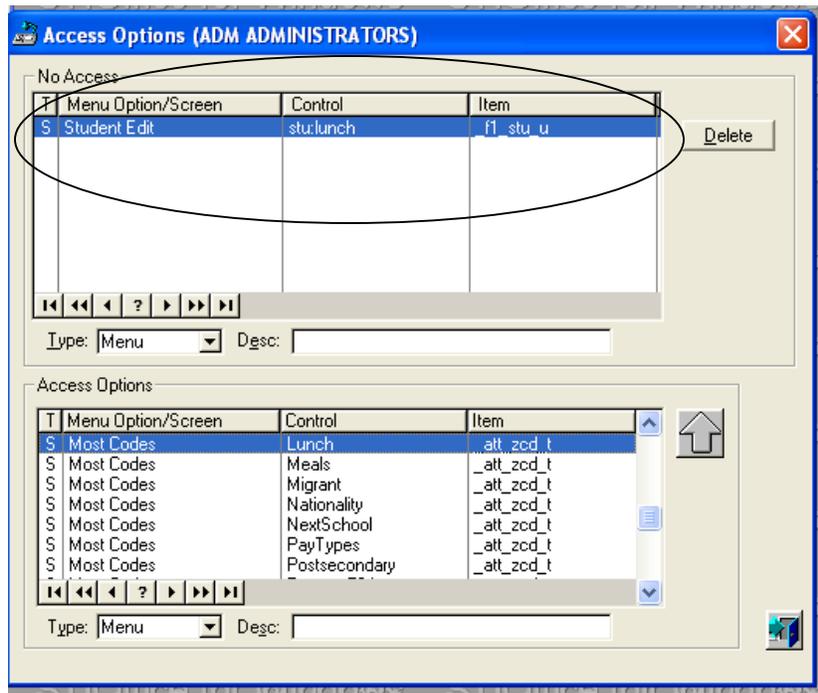
# Remove Access to Homeless Indicator

- To remove Homeless Indicator from specific user groups, you need to move the following option from the Access dialog box to the No Access dialog box:

    1) Type – 'S' Screen

    Menu Option/Screen – Student Edit More Button

    Control – 'stu_homeless'

    Item – f1_stu_m
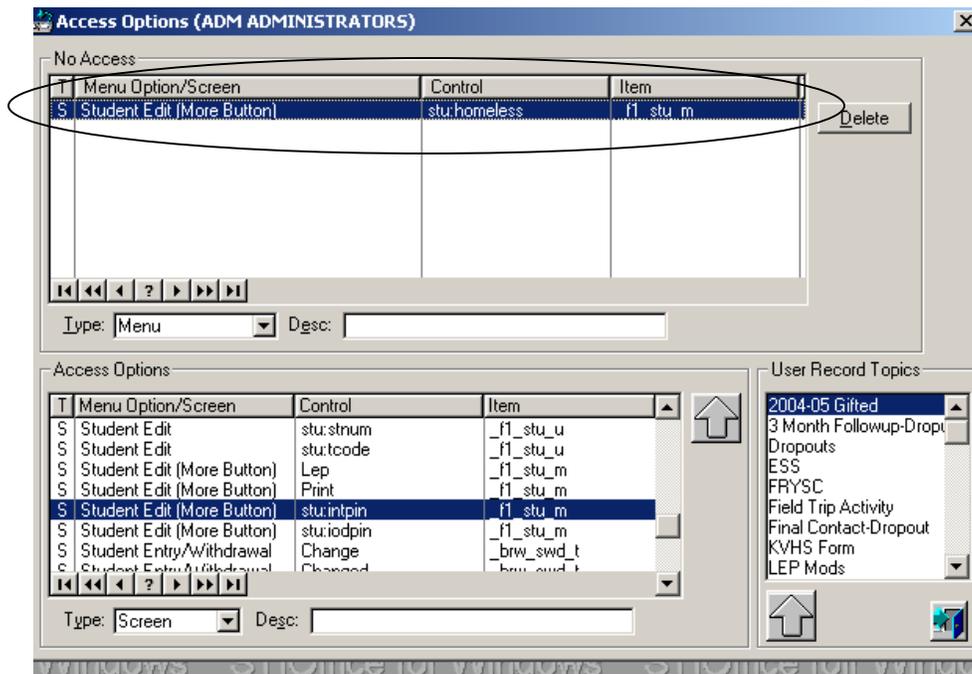
# Remove Access to Student Entry/Withdrawal

- To remove access to the Student Entry/Withdrawal Insert, Change and Delete buttons, therefore forcing users to entry/withdraw students using District Enrollment. You need to move the following option from the Access dialog box to the No Access dialog box:

    1) Type – 'S' Screen

    Menu Option/Screen – Student Entry/Withdrawal

    Control – 'Change'

    Item – _brw_swd_t

    2) Type – 'S' Screen

    Menu Option/Screen – Student Entry/Withdrawal

    Control – 'Delete'

    Item – _brw_swd_t

    3) Type – 'S' Screen

    Menu Option/Screen – Student Entry/Withdrawal

    Control – 'Insert'

    Item – _brw_swd_t
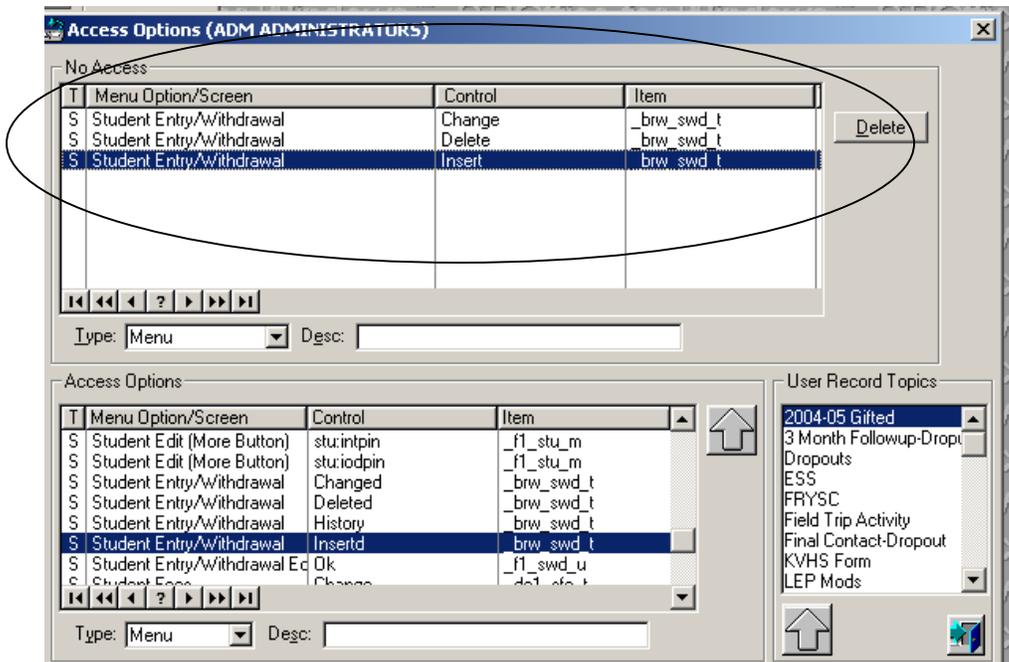
# Access to Specific User Records

- Create User Group Code and Description, e.g. Code-ESS; Description Extended School Services
- Remove all access by highlighting the ESS group; click on NO DESKTOPS; NO BROWSES; NO FORMS. This will remove the majority of all items from the access dialog box.
- Click on DEFINE to remove remaining options from the ACCESS dialog box
- Under user record topics remove all user records except for the user record you want this group to have access to, such as, ESS User Record.
- Follow the above directions for each user record:
  - Gifted
  - FRYSC
  - ESS
  - Dropout
  - TEDS

# Assign an Individual User to a Group

**Teacher/Add Edit Teacher Information**



- Select the teacher you want to give access by double clicking

- Find User Info (Bottom Right), assign a user code and password

- Use the pull down menu to select the appropriate user group

- Click OK to save

- The window will automatically cycle back to the window containing the school staff.

- To finish click the "door" (exit) button

- You will not be able to save the teacher's demographic screen without assigning the user to a group if they have a code and password.

# View What Users are assigned to a Specific Group

**Teacher/User Access/Assign Users Groups**
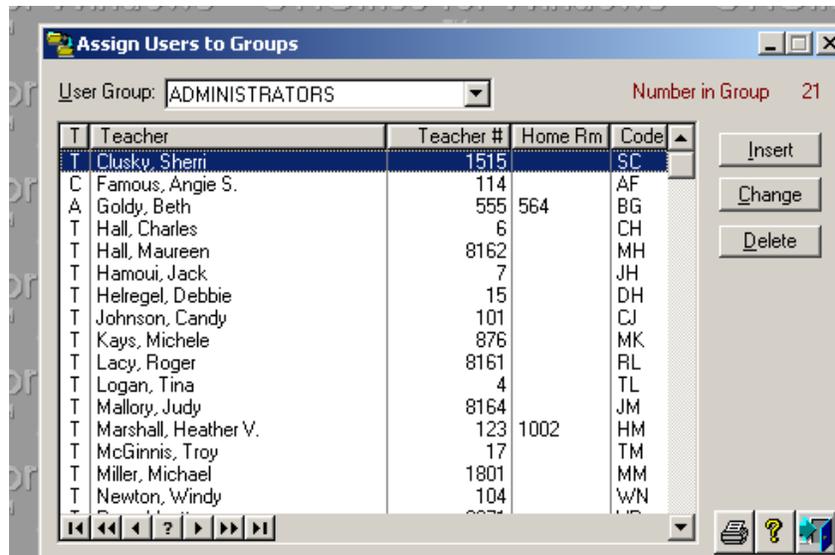


- User Group-Use the drop down menu to select the user group to view.
- Assigned User List-When the group is selected, another screen with any users previously assigned to this group will appear.
- Insert-To insert a new user into this User Group, click the Insert button and complete the information there.
- Change-To change the user code or password for a user in the displayed group, highlight the name of the user, and click the Change button.
- Delete-To remove a user from a group, highlight the user and click the Delete button.  If a user is not assigned to a group they will have access to **all** options in STIOffice.
- Print-To print the list of users assigned to the displayed group, click the Printer Icon (bottom/right).
- Exit-When finished, exit through the Close Door Icon (bottom/right).